ANNEX 6 - WORLD EVENTS

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1. FIVA WORLD EVENT CONCEPT

This is an important category for FIVA and should therefore represent the “Spirit of FIVA “in a special way and direct the emphasis towards companionship, friendship, discovery of the landscape and culture with a relaxed schedule throughout.

It highlights FIVA's goal to keep Historic Vehicles on the public roads and is designed to present and promote the historic vehicle heritage movement to the general public in a sympathetic, sustainable and professional way.

Approved World Events will have an experienced member of the EC appointed to work with the World Event organiser in order to share best practice and give advice on how to maintain the high standards FIVA expects.

World Events can encompass any combination of Cars, Motorcycles and Utilitarian vehicles.
For Car only events the EC will oversee and manage the process in collaboration with the Event Organisers, ANF, and the Communications team.
For Motorcycle and Utilitarian World Event applications the EC will work with the respective Commissions and request that they also nominate at least one of their experienced members to be part of the FIVA World Event project management and support team.
As part of this process a FIVA Steward will be appointed and will perform their normal Steward duties of monitoring and reporting on the event.

In all cases the FIVA Communications team will be engaged to ensure that pre and post event publicity is planned and executed professionally so that organisers and FIVA maximise the opportunity.

All relevant documents such as the FIVA Events Code (FEC), the Rules and Regulations for Touring and Regularity Events and the online Event application form can be found on the FIVA Website www.fiva.org

2. GUIDELINES FOR APPLICANTS

Every year the Events Commission can approve FIVA World Events for Cars, for Motorcycles and for Utilitarian vehicles, or any combination of these vehicle types.
Normally we would expect a Car event to aim for 100 entries, a Motorcycle event between 100 and 150 riders, and for Utilitarian events there is a minimum of 30 entries and no upper limit.

Applications for a FIVA World Event for any of these categories can be made at any time, but at least 1 year before the event is scheduled to run. The EC will consider geographic and national interests when evaluating events for approval.
Each application will be subject to due diligence before being 'approved'. During this due diligence phase the application will be treated as 'Provisional'
Applicants may be asked to submit additional information to assist the Events Commission in its deliberations and applicants will be notified of the outcome.

Those approved will be registered on the FIVA Events Calendar free of charge.

Please be aware that there can be multiple World Event submissions for each category every year, so please submit your application **at least one year ahead** of the proposed date of the event. The selected events will be presented and promoted at the FIVA GA each year.

A FIVA World Event may be organised by an ANF, a FIVA National Member club, a general Historic Vehicle Club or a (preferably non-profit) Historic Vehicle Event Organisation with a proven history in organising such events.

Each World Event should be open to all makes of vehicles and all FIVA categories of Historic Vehicles can be accepted. Preference will be given to organisers who accept most, if not all, FIVA vehicle categories. The inclusion of FIVA Young Timers will also be encouraged.

The general format of the event should be of such a nature to allow a modest entry fee, thus allowing a broad variety of enthusiasts to participate.

For Cars and Motorcycles the emphasis should be on touristic aspects with only minor (if any) sporting components (e.g. Regularity sections, Passage checks or Code Boards) to discover the beauty of the landscape and to allow for some social and relaxing activities. The duration of the event should be at least 4 days for Car and Motorcycle events. For Utilitarian events the duration will depend upon the event format, e.g. static show/exhibition or tour.

3. HOW TO SUBMIT A FIVA WORLD EVENT APPLICATION

To be considered for a FIVA World Event the applicant must complete the Online event application form and select Event Type as a 'FIVA World Event' and also select the applicable vehicle type(s) e.g. Cars, or Motorcycles, or Utilitarian - or any combination of these.
The remainder of the form can be completed with what is planned, e.g. Organiser, Location, Dates, Vehicle Classes, entry fees, etc.

Due diligence and selection

The Events Commission will review each application and will apply due diligence in order to ensure that the event and its organisers meet the standards expected by the Events Commission.

For World Events that include Motorcycles and/or Utilitarian vehicles the Events Commission will work with the respective Commission(s) experts to ensure that the event, and the organisers, are engaged and supported by the respective commission team(s).

The Motorcycle Commission have produced a specific set of Guidelines for Motorcycle World Events and these are included in Section 6 below.

The Utiltarian Commission have produced a specific set of Guidelines for Utilitarian World Events and these are included in Section 7 below.

4. PUBLICITY AND PROMOTION

Once approved, the event will receive special promotion on the FIVA Website as well as on FIVA Social Media platforms. The EC will work with the organising team to devise a promotional plan to obtain maximum exposure for the event, the organiser, FIVA and, where possible, FIVA Partners.

A FIVA Steward will be appointed by the EC in order to monitor adherence to the FIVA Events Codes during the event and provide a written report to the organisers(s) and Events Commission Chairman within 14 days of the event finishing.

5. AWARDS

The FIVA Events Commission 'FIVA World Event' plaque will be presented to the organiser during the awards ceremony by a FIVA representative.

World Events may also qualify for additional awards such as ‘Best Preserved Vehicle’ or ‘Spirit of FIVA’.

The Motorcycle Commission may present specific awards such as their 'FIVA Cup', 'Tomorrows rider on Yesterdays machine' and/or 'The furthest Travelled to the Event under own power'.

The Utiltarian Commission will also present specific trophies to their award winners.

6. GUIDELINES TO ORGANISE A FIVA WORLD MOTORCYCLE EVENT

Introduction

Following a number of discussions at Motorcycle Commission meetings, the Motorcycle Commission (MCC) recognizes the usefulness for some suggestions for organizing World Motorcycle Rallies in the future.
They are intended as advice and not rules and regulations and to compliment the FIVA Events Code, which remains the official reference point.

It has been a long held ambition of members of The Motorcycle Commission to extend FIVA World Motorcycle Events further across Europe and other Continents. These suggestions are based on the experience of the MCC members, who have attended several rallies.
They are meant to help the organisers of future FIVA Motorcycle Rallies to create a successful event.

Internal procedures

1. Whoever wants to organize a FIVA Motorcycle Rally should first of all download the standard rules, FIVA Events Code and appendix and submit the application via the online system.

2. The Events Commission will forward the application to the Motorcycle Commission in order to obtain its agreement. It should then be passed back to The Events Commission reporting the result and if necessary an explanation.

3. Once a successful application has been agreed The Motorcycle Commission will contact the organizers and one or more contact - person will be appointed from The Commission to assist, if wanted and needed, the organizers in the event planning.
The appointed member(s) should visit the country in question to check preparations, hotels, cultural locations, routes etc. and report back their findings to the Commission.

4. The MCC should receive rally outlines at least six months before the FIVA GA whereupon any concerns from the Commission can be addressed. The finalized program then should be presented a minimum of one month before the rally is officially announced at the FIVA GA.

5. The MCC should assist the organiser by promoting the rally in their respective countries and worldwide.

20 Golden operational suggestions:

1. If you are organizing a World Motorcycle Event please read these documents carefully:
   - The Events Code with Appendix
   - Other documents listed

The application form is easy to **find** at fiva.org, please follow these steps to the application form:

2. The rally should be open to a minimum of 100 and the maximum of 150 participants, since logistics can become strenuous over that number, regarding hotels and coffee breaks etc. Recommended duration of the Event should include welcome dinner followed by 3 days of touring.

3. Organizers should work on a first come first served basis when receiving rally applications but should be free to exercise common sense giving preference to older machines is more desirable.
Selection should consider nationality. A balanced entry from many nations is desirable, but this should not prevent organizer to reach a proper level of entries.

4. The maximum cost of a rally per participant should not exceed 450.00 euros (this approximate price may be reviewed according to the development of the price level in the host country). The organiser has to provide an adequate reimbursement policy in case of cancellation of participation.

5. Regulations for the Event should be made available to the participants in good time. They should include:

a) Event should be stated as a touring event.
b) Organiser should inform participants about the required legal documents, like driving license, proof of insurance and any special national traffic rules.
c) Organiser must issue a statement (waiver of liability) that it is the rider's responsibility to ensure that the machine is roadworthy and insured for the rally in the country/countries in which the rally takes place, and that the organizers cannot be held liable for any damage occurred during or related to the rally.
d) A copy of the FIVA ID card for each machine should be supplied with the application to the organiser. This is desirable but not mandatory.
e) The responsibility of the participant to wear suitable clothing that meets the legal standards of the countries in which the rally takes place
f) The organiser to reserve the right to refuse rally participation for noncompliance with the rally regulations
g) Advice on the type of machine considered suitable for the rally i.e. age, capacity, if for example there is particularly high terrain. The FIVA definition of a historic vehicle age limit should be applied as a minimum.
h) A cut-off date for the return of applications and payments, to avoid later disputes.
i) The age of each machine and of its rider should be requested to comply with new trophy guidelines.
j) The participants should inform the organisers about any machine change even if it is done at the last moment, in order to avoid confusion and possible mistakes or misunderstandings.
k) If a T-shirt or other apparel is a part of a starter pack, the application form should ask for size.

6. Entered and accepted participants should be issued with rider numbers according to machine age or order of application received. Ideally this should be displayed on the front of a machine but not covering the headlamp.

7. The organiser must provide riders with an information pack including route books, national emergency numbers and organizer's contact numbers, petrol station locations etc.
Upon registration participants should provide their cell phone numbers, in order to enable the organizers to create a group for SMS or What's App messages.
Any special dietary requirements of participants should be requested.

8. The organiser should provide luggage transport if it is necessary to use more than one hotel during the event, (for example when the route or logistics dictate it). The luggage carried by the organisers must be properly marked by the owners. When moved by the organiser during the rally, the latter must subscribe to luggage insurance.

9. Secure parking must be provided at the base hotel or overnight stops, preferably in a covered garage where practical.

10. As a suggestion, daily routes should be around 150 kilometres per day.

11. The rally organiser should include at least one cultural stop per day (museum, monument, exhibition, natural site) and allow for sufficient time for breaks.

12. A professional photographer should attend and take photos and videos of the machines with a local (national) background identifying the Event's location. If it is possible to take a group photograph, the marshals should assist in parking the vehicles. Pictures made will be at the disposal of FIVA for publication (copyright issues with the photographer to be handled by the organiser, FIVA will include his/her name and email address on the appropriate page(s)

13. Participants should be asked to sign on and off and the end of each day. This enables organiser/marshals to check if someone is missing sooner rather than later. Participants should inform the marshals if they need to deviate from the route. Marshalls should count the group after each stop and make sure all are ready before restarting the route.

14. Marshalls and organiser should wear reflective jackets ideally displaying their functions. It is recommended to split the riders into small groups up to 10, with marshals having the local knowledge and preferably English as second language; this improves safety and builds up a friendly relationship within the group.
15. Each morning, before the start, short briefings by organizers are essential. They should cover any particular hazards likely to be encountered during the day, short comments on places of interest, and an overview of the route including fuel stops.

16. A back up breakdown van capable of carrying around 4 motorcycles and their riders should be provided. It should be equipped with basic tools and lubricants when possible, and also with a fire extinguisher. Roadside repairs should only be attempted until the breakdown vehicle arrives. The motorcycle should then be loaded and brought to the next stop before trying to solve the problem.
The breakdown van should also have a professional first aid kit on board; it is recommended to have at least one person with a first aid certificate in the accompanying crew; and the registration form should have the option of ticking a box for indication of first aid or other medical knowledge.

17. Consideration should be given by the organiser to leave enough time for participants to prepare for the evening programme at the end of a day's ride (minimum 1 hour). The cultural programme should be multilingual or musical. If local language is used, a translation or description is required.

18. Marshalls should be briefed by the organiser to encourage neat parking where possible so as not to present a hazard to other roads users. When parking in sensitive areas, pieces of cardboard provided by the organiser should prevent oil from dripping on the ground. When parking is done on soft ground, the organiser should provide some kind of help so the machines don't fall over (small pieces of wood).

19. It is advisable to appoint a trained media contact person, who can be of use in several occasions, such as conducting the relationship with journalists or dealing with difficult situations.

20. The organisers and the FIVA MCC are responsible for the prize giving ceremony. First to be presented are the organiser's prizes, followed by the official FIVA prizes. The length of speeches should be limited.
The FIVA prizes are:
A. Tomorrow's Rider On Yesterdays Machine
B. Furthest Travelled To The Rally Under Own Power
C. The FIVA Cup

7. GUIDELINES TO ORGANISE A FIVA WORLD UTILITARIAN EVENT

Introduction

Utilitarian events, by their very nature are quite different to Car and Motorcycle events due to the tremendous range of qualifying vehicles; from small, light two wheelers to large, heavy multi wheeled or tracked vehicles.

Event categories include Static Show/Exhibitions, Touring events and Concours events. There are no competitive Regularity events within their remit.

Due to the wide range of vehicles, and the complexity, and costs of transporting heavy vehicles on trailers, across borders the majority of Utilitarain events tend to be organised on a local or national basis.

World Rally guidelines

The target number of vehicles has been set at 100, however depending upon the vehicle mix, the minimum has been set at 30, and the maximum is uncapped.

This might seem odd, but 30 heavy trucks/buses/miltary vehicles is acceptable as a World Event. At the other extreme a World event might have many hundreds of tractors, commercial vehicles and stationary engines.

So before submitting a World Event application it is very important to discuss the event outline with the Utilitarain Commission so that all parties understand the plans and objectives before any commitments are made. Contact us at events@fiva.org.

8. FURTHER INFORMATION

If you have any questions or require further information please email events@fiva.org.